

SEPTEMBER 2021



PAY POLICY

**HORIZONS EDUCATION TRUST
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE. PE29 1TQ**

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- Pay Body is delegated to Executive Head Teacher for Horizons Education Trust who is responsible for pay determination for and on behalf of Trustees.
- In the case of Executive Headteacher the Trustees determine pay. Trustees also approve pay ranges recommended by the Executive Head Teacher checking affordability within the budget and national guidance.

1. INTRODUCTION

Trustees will take into account the recommendations of the School teachers pay and conditions document (STPCD) and pay in accordance to recommendations in national pay scales.

- 1.1 September 2021 Pay Award. The minimum and maximum of pay ranges and allowances for the September 2021 pay award are set out in the STPCD 2021.
- 1.2 Decisions about teachers' pay progression must be linked to the Appraisal Policy, school plan and priorities and objectives of the Trust strategic plan.
- 1.3 The Executive Head Teacher for and on behalf of the Trustees will operate The Pay Policy as the 'relevant body', as defined in the STPCD and for the Pay arrangements agreed for all the support staff which will:
 - Grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff employed by the Pay Body.
 - Take into account pay relatives between posts within the teachers of the Pay Body and support staff of the Pay Body.
 - Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible, by 31st October at the latest 31 December.
 - Where a pay determination leads or may lead to the start of a period of safeguarding, the Executive Head who is the Pay Body will give the required written statement of notification as soon as possible, and no later than one month after the date of the determination.
 - Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.
 - Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post an acting period, or a temporary project (TLR3)
 - Comply with the salary safeguarding arrangements in the current STPCD.
 - Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.

- 1.4 This policy statement will be available to the staff of the Academy and Trust.

2. DELEGATION OF DECISION MAKING

2.1 Executive Head Teacher

2.1.1 Except where otherwise stated, the Executive Head Teacher on behalf of trustees of Horizons Education Trust will delegate the day to day management of the policy to the Head of School. The Head of School will report to the Executive Head Teacher those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPCD and the pay provisions for support staff to ensure affordability.

2.1.2 The Head of School shall make annual recommendations on the salary of all staff to the Executive Head Teacher.

2.1.3 The Executive Head Teacher requires that the Head of School has regard to the budget approved by the Trustees Board and the requirements of employment legislation; in particular:

- The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements).
- The Employment Rights Act 1996
- The Employment Relations Act 1999.
- The Employment Act 2002
- The part-time Workers (Prevention of Less favourable Treatment) Regulations 2000
- The ACAS Code of Practice - section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

2.2 An Appropriate delegation by Trustees

2.2.1 The Board of Trustees will delegate to the Executive Head Teacher final decisions arising out of this policy and/or the Appraisal Policy. At school level the pay decisions will be made by the Head of School following recommendations by Assistant Head Teachers or other managers from outcomes of appraisals.

2.2.2 The Trustees will delegate to the Executive Head Teacher authority to hear any appeals by individual members of the staff against decisions of the Head of School following review arising out of this policy or the Appraisal Policy. Any appeal will be dealt with before a final decision is

reported to the Trustees.

- 2.2.3 Meetings of the Review Committee by Head of School and the Review Appeal Committee by Executive Head Teacher will be convened by the Clerk to the Trustees. Such meetings will normally be arranged within 20 school days of the date the employee requests the meeting and 5 School days' notice of the date and time of the meeting will be given. Those entitled to attend meetings of these Committees are outlined in Annex A and B.

2.3 Review of Recommendations to, or Decisions of, the Review Committee by the Head of School.

- 2.3.1 Prior to making a salary recommendation to the Head of School (or in the case of the Executive Head as part of the Trust by nominated trustees) will inform the employee of their recommendation to be made to the Head of School delegated by the Executive Head Teacher and the date the Head of School will be considering their recommendation.
- 2.3.2 Whilst there is no right of appeal to an Assistant Head Teacher Recommendation. If the employee does not agree with the recommendation to be made, then they may provide a written statement to the Clerk of the Trustees which will be provided to the Head of School conducting a Review to consider alongside the pay recommendation.

The statement provided by the employee must indicate the reason(s) why they disagree with the recommendation, and must fall within one or more of the following. That the recommendation:

- Incorrectly applied any provision of the appropriate salary and/or appraisal policy;
- In the case of a teacher, failed to have proper regard for statutory/contractual guidance of the STPC;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased; or
- Otherwise unlawfully discriminated against the employee.

The employee will have a minimum of 5 working days' notice between the date they are informed of the recommendation and the date of the meeting of the Review Committee with Head of School to provide this written statement.

The Clerk of the Trustees will provide a copy of the written statement submitted by the employee prior to the meeting of the Review Committee.

- 2.3.3 The employee will be notified in writing of the decision made by the Head of School undertaking the Review and their right to meet with the Head of School in person should they be dissatisfied with the outcome.

The decision of the Head of School for the Review will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Head of School responsible for the Review Committee to the Executive Head Teacher responsible for the Review Appeal Committee Stage (Paragraph 2.4 below)

2.4 Appeals against salary or appraisal decisions

- 2.4.1 The employee may appeal against the decision of the Head of School within 5 working days of receipt of the determination by notifying the Clerk to the Trustees in writing of the reasons for the appeal, which must be as stated in paragraph 2.3.2 above.

At this stage the decision of the Executive Head shall be final. Once any appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to Trustees.

- 2.4.2 The procedure to be followed for the appeal is attached at Annex B of this policy.

2.5 Threshold Application

- 2.5.1 An application must be made by 31st October and submitted to the Head of School who will form a recommendation to the Executive Head Teacher.

A successful applicant will progress to a point* on the Upper Pay Range determined by the Head of School from 1st September from which progression to the Upper Pay Range will be paid.

* the policy may determine that successful applicants will progress to the minimum of the Upper Pay Range of delegate discretion to the Executive Head Teacher to determine to which point on the Upper Pay Range the successful applicant may progress (See Annex C).

A successful applicant will have demonstrated through the appraisal process:

- That they are highly competent in all elements of the relevant standards and;
- That their achievements and contributions are substantial and sustained.

See Annex C for the definition of “highly competent” and “substantial and sustained”.

- 2.5.2 The Head of School shall inform the teacher of the recommendation to be made to the Executive Head Teacher regarding the threshold application as soon as possible after the closing date has passed.

The Head of School shall provide oral feedback on the relevant criteria indicated or, in the case of unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the employee does not agree with the recommendation is as outlined in paragraph 2.3.2 to 2.4.

- 2.5.3 Upper Pay Range decisions will only apply to posts under the Employment terms and conditions of the Trust.

2.6 Statement of Salary

Salary assessment forms will be issued to confirm salary determinations and these will be signed by the Executive Head Teacher, for and on behalf of Trustees.

2.7 Consultation on matters of Policy

The Executive Head will be available to the Head of School for consultation on those matters of this policy delegated.

2.8 The Appraisal Review Committee for the Executive Head Teacher's Performance Review.

- 2.8.1 The Trustees will delegate 2 Trustees from the Board of Trustees, none of whom shall be employees of the school or Trust, to carry out the appraisal review for the Executive Head Teacher. The nominated Trustees would normally be supported by an external adviser appointed by the Trustees.
- 2.8.2 It is the stated wish to the Trust that the nominated Trustees should be appropriately trained in Head Teacher performance management review.

3 EXERCISE OF DISCRETION UNDER THE STPCD

3.1 Starting Salary of New Classroom Teacher Appointments.

- 3.1.1 When advertising a teaching post the Head of School will identify the range of salaries the Trust is prepared to pay, subject to qualifications and experience. The Head of School will not normally agree to match current/previous salaries as portability without first considering the merits of the application and the salary of teachers employed by the Trust.

Where the Head of School or selection panel regards a teacher has relevant teaching experience, or non-teaching experience which is directly relevant to the post being offered, then an appropriate salary will be offered within the advertised range.

- 3.2.1 The Head of School will provide a statement for the Executive Head detailing the reasons the salary has been awarded, together with the position on the appropriate range in the Pay Body's salary structure.

3.2 Calculation of Part Time Teachers' Salaries

- 3.2.1 The Head of School will ensure that all part time teachers employed by the Pay Body will have their salaries calculated in accordance with the STPCD and the "pro rata principle", except where a part time teacher is awarded a TLR3.
- 3.2.2 The Head of School will ensure that the total amount of time for which a part time teacher may be directed is calculated in accordance with the STPCD and the "pro rata principle".
- 3.2.3 All part time teachers will be advised of the way in which their salary and directed time are calculated.

3.3 Recruitment/Retention Incentives

- 3.3.1 The Head of School may consider the option of payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPCD.
- 3.3.2 The policy adopted by the Trustees will be made known to staff and set out as Annex D to this policy.

3.4 Staffing Structure

3.4.1 The Head of School will annually recommend to the Executive Head a staffing structure for the School that:

- Takes account of any financial limits determined by the Executive Head Teacher and Chief Financial Officer for the Trust;
- Identifies the posts to which allowances will be allocated for permanent TLRs, in accordance with the requirements of the STPCD;
- Will determine the value of any TLR post that is to be paid for a short - term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short - term payment will be provided to the appropriate committee of the Pay Body.
- Identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPCD, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPCD;
- Identifies posts to be paid on the Leadership Group pay range together with the salary ranges assigned to each post;
- Identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid;
- Identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post.

The staffing structure and pay ranges approved by the Executive Head shall be published and updated annually in the Annex to this pay policy.

3.4.2 In the event that the recommendation contains changes in the staffing structure that will directly impact on staff employed by the Trust, staff and recognised trade unions will be informed and consulted before the final salary structure is published.

3.5 Special Educational Needs

3.5.1 The Pay Body will award an allowance to any teacher who satisfies the requirement of the STPCD.

3.5.2 The post and allowance(s) will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

3.6 Awards for Performance Progression to Teachers Paid on the Main Pay Range, the Upper Pay Range or Unqualified Teachers Pay Range

(Pay progression will be linked to assessment of performance, as determined under the Appraisal Policy).

- 3.6.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Executive Head will consider written recommendations from the Head of School that a teacher be paid a higher salary on the classroom teachers' main pay range as determined by the Pay Body, or the Upper Pay Range, depending on which range the teacher is currently paid. The Head of School will also provide written reasons why any teacher should not progress on either range. (Please note comments under section 2.1.2).
- 3.6.2 Any recommendations for progression to a higher salary made by the Head of School shall be in respect of the teacher's performance during the previous year measured against the performance review under the Pay Body's Appraisal Policy, with particular reference to the achievement of objectives identified in Annex E and their individual performance management objectives set at their last review.
- 3.6.3 Recommendations for increases in pay will be differentiated in order that any increase is clearly attributable to the performance of each teacher.
- 3.6.4 A teacher on the main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range after five years. The Head of School may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression. An Early Career Teacher who achieves the required standards at the end of induction will normally progress to the second point on the main pay range from the following September in accordance with paragraph 2.3.
- 3.6.5 Where a teacher has been absent through long term illness or on maternity leave (or other long - term leave) the Head of School will ensure that a performance review has been conducted. In the event that a review cannot be conducted until the teacher returns to School the Head of School will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary on the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

4 THE LEADERSHIP GROUP (SEE ANNEX F)

4.1 Deputy and Assistant Head Teachers

- 4.1.1 The Executive Head Teacher following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed Head of School or Assistant Head teacher's salary.
- 4.1.2 At the time of appointing a new Head of School or Assistant Headteacher the selection panel including the Executive Head making the new appointment shall determine the salary point on the pay range.

The selection panel shall have regard to advice available from persons engaged by the Trust as external advisers.

4.2 Awards for Performance to Head of School and Assistant Heads

- 4.2.1 At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Executive Head will consider recommendations from the Head of School that any Assistant Headteacher be paid additional points subject to the maximum of their range. The Executive Head expects that the objectives for a Head of School or Assistant Headteacher will have become progressively challenging as the teacher has gained experience in the role.
- 4.2.2 Where there are substantial difficulties in retaining the services of a current Head of School or Assistant Headteacher the Trustees may decide to change the salary range in accordance with the STPC Document. Only in exceptional circumstances may the Assistant Head teacher's range overlap the Head of School pay range.

5 ANNUAL ASSESSMENT OF THE SALARY OF TEACHERS

5.1 Annual Assessments

- 5.1.1 On or before 1 September of each year, or as soon as possible thereafter, the Head of School will carry out an annual assessment of salary for each teacher, including Assistant Head Teachers and unqualified teachers employed in the School.
- 5.1.2 Following an annual assessment of the Head of School salary the Executive Head will determine pay recommendation for Head of School for Trustees by 31 October at the latest and make a recommendation to Trustees. Awards will be back dated to 1 September of the current year.
- 5.1.3 The Executive Head will receive the pay recommendations from the Head of School by 31 October of the current year at the latest, awards will be backdated to 1 September of the current year. The Executive Head will provide a statement for Trustees for all pay a ward decisions and affordability within the budget.

6 DETERMINATION OF LEADERSHIP GROUP SALARIES

6.1 Group of the School; Executive Headteacher Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group.

6.1.1 For the purposes of determining the group of the School by which the HTPR is identified, Trustees will seek advice to re-calculate the appropriate unit total of the School.

6.1.2 The Trustees will assign the School to the appropriate Head Teacher Group (HTG) whenever a new Head of School is to be appointed and on such occasions as required.

The Executive Head may make representations to consider assigning the School to a new HTG.

6.1.3 If the Pay Body changes the group of the School having re-calculated the unit total, Trustees will identify a HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.

6.1.4 The HTPR of the School shall be a range of consecutive salary points selected by the Pay Body within the HTG range for the School.

6.1.5 The Recruitment Selection Committee, set up to appoint a new Executive Headteacher when the occasion arises, shall determine the salary point on the HTPR to be paid, ensuring that there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Committee shall have regard to advice available from persons engaged by Trustees.

6.1.6 In the event that the Executive Headteacher requests the Head of School to work in a different school in the Trust on a permanent basis, the Head of School salary will be determined in accordance with STPCD (paragraph 6.6).

6.1.7 Where such a decision is made then the Executive Head Teacher will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.

6.1.8 The Pay ranges for a Head of School or Assistant Head Teacher shall be determined with reference to the School's HTPR as defined by the STPCD.

6.2 Annual Review of Executive Head Teacher's Salary

- 6.2.1 At the beginning of each academic year, or at any such time as the Trustees (in consultation with the Headteacher) may decide, as referred to in 2.8 to agree with the Executive Headteacher or (in the absence of agreement) set performance objectives together with performance indicators/measures appropriate to each objective. These performance objectives will be set in consultation with an external adviser.
- 6.2.2 An external adviser appointed by the school will support the Appointed Trustees in carrying out the annual performance review of the Executive Headteacher. The performance review and review statement will be conducted in accordance with the Appraisal Policy for the Trust.
- 6.2.3 In the Autumn Term of each year, (or where determined differently by the Trustees as referred to in 6.2.1 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Trustees will receive recommendations from the Nominated Trustees (having consulted the Chair of Trustees) regarding the salary of the Executive Headteacher. The recommendation shall reflect the Nominated Trustees views based on the outcomes of the annual performance review with the external adviser and the Trustees view of the Executive Head teacher's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points proposed. The Executive Headteacher will be advised of the proposed recommendation and may make a written response to the recommendation.
- 6.2.3 The recommendation for the Executive Headteacher will be made in a written statement giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1st September, including any additional payments as identified in the STPCD, paragraph 10. The Trustees will consider the recommendation, together with any written response from the Executive Headteacher, and inform the Executive Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September. The Executive Headteacher will not be entitled to attend the meeting of the Trustees.
- 6.2.4 If the Executive Headteacher wishes to seek a review of the decision regarding pay, they may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The Executive Headteacher will have right of appeal against the decision of the Nominated Trustees in accordance with the procedure set out in paragraph 2.4 of this policy.

6.3 Determination of Discretionary Payments to Headteacher

- 6.3.1 The Pay Body may decide to pay additional payments to the Executive Headteacher in accordance with paragraphs 10 of the STPCD.
- 6.3.2 Where a decision is made to increase the Executive Head Teacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 6.2.4 above, the total sum of all payments made to the Headteacher referred to in 6.3.1 will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Pay Body.
- 6.3.3 In the event that it is considered necessary to exercise the provision set out in 6.3.2 above Trustees will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

6.4 Acting up Allowances

- 6.4.1 If, during any absence of the Executive Headteacher, Head of School or Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Head of School will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 6.4.2 below. If no allowance is paid the Head of School may reconsider the position at any time.
- 6.4.2 In the prolonged absence of the Executive Headteacher, Head of School, an Assistant Headteacher or a TLR post holder, the Executive Head may appoint a teacher to act up during the absence of the post holder. From the date that the Head of School considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Pay Body. The relevant conditions of service detailed within the STPCD will apply to any person in receipt of such an acting allowance.

7 ADDITIONAL PAYMENTS FOR TEACHING STAFF

- 7.1 In the event that the Head of School following consultation with the teacher(s) affected, requests teachers to undertake:
- CPD undertaken outside of the school day;
 - Activities relating to the provision of ITT as part of the ordinary conduct of the school day; or
 - Out of school hours learning activities, then payments as below will be made to teachers agreeing to participate in such activities.
- 7.2 The daily rate payable to each teacher undertaking such CPD or ITT activities will be determined by the Executive Head.
- 7.3 Where additional responsibilities and activities are undertaken by a teacher resulting from the Executive Headteacher having responsibility for more than one School, as provided for in paragraph 6.1.7 of this policy, the Executive Head will review the teacher's salary to reflect the additional responsibilities and activities and make this recommendation to Trustees. The decision of the Executive Head will be reported to the next meeting of Trustees.

8 UNQUALIFIED TEACHERS

- 8.1 The Pay Body may employ unqualified teachers/instructors in the School. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.
- 8.2 The point on the Pay Body's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a new appointment will be paid, will be determined by the Head of School, in consultation with the Executive Head and will take account of the qualifications and experience considered to be relevant to the post.
- 8.3 In addition to the appropriate point on the unqualified teachers' pay range the Head of School in consultation with the Executive Head, may award an additional annual allowance in accordance with paragraph 22 of the STPCD to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or who the Head of School and Executive Head believes has additional qualifications and/or experience to warrant such an award. The Executive Headteacher will report any award of such an allowance to Trustees.
- 8.4 The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

9 SALARIES OF SUPPORT STAFF

- 9.1 On appointing a member of the support staff the job description determined for the post will be evaluated by the Executive Head.
- 9.2 The Executive Head will determine the appropriate point on the pay range having regard to:
- I. Relevant qualifications and/or competencies; and
 - II. Recruitment/retention needs of the school in respect of the post.

The decision of the Executive Headteacher will be reported to Trustees.

- 9.3 If at any time the Executive Headteacher, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities on a permanent basis, the job description may be re-evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the Executive Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. In the event that the evaluation provides for a lower salary the employee will be entitled to salary safeguarding for a period in accordance with the Trust Policy. The new salary level will be reported to Trustees at its next meeting.
- 9.4 At the time of making the annual assessment of the teachers' salaries the Executive Headteacher may also make any recommendation to the Trustees in respect of the salary scale of any member of the support staff. Where the Executive Headteacher considers it appropriate a recommendation that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment.
- 9.5 If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. In the event that a member of the support staff decides to appeal against a decision under paragraph 2.4 above, then they shall enter a formal written statement of appeal. The appeal shall be heard as referred to in paragraph 2.2.2 above.

10. SALARY SACRIFICE SCHEME

- 10.1 The Pay Body will support and encourage any salary sacrifice scheme as identified in the STPCD and made available by the Pay Body, from which teachers or support staff employed in the School benefit where there is no additional cost to the Pay Body's budget.**

11. REVIEW OF THE POLICY

- 11.1 The Pay Body will review this policy when it is requested to do so by the Executive Headteacher. The annex information of salary scales will be reviewed annually by the 31 December at the latest.
- 11.2 The Pay Body will consult with the staff and the recognised trade unions at the time of the annual or any other review of the policy.

ANNEX A

(This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay')

PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION BY THE REVIEW COMMITTEE OF THE PAY BODY

1. CASE FOR THE EMPLOYEE

The employee is entitled to be accompanied by a representative of his/her trade union or a workplace colleague

The employee or representative:

- a) Presents the employee's written application for the review.
- b) Executive Head may ask questions of the employee.

2. THE CHAIR OF THE REVIEW COMMITTEE

- a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the Executive Head has asked the Head of School (or a Trustee as referred to in note 3 below) to be present at the hearing the Head of School (or Trustee) may be asked questions by the Executive Head Teacher and the employee or representative.

3. SUMMING UP AND WITHDRAWAL

- a) The employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- b) All persons other than the Executive Head Teacher and the adviser (See note 5 below), are then required to withdraw.

4. REVIEW COMMITTEE DECISION

- a) Executive Head Teacher and the person who is advising, (other than the Headteacher or a Trustee) are to deliberate in private, only recalling other persons to clear points of uncertainty on

evidence already given. Any recall will involve both parties.

- b) Executive Head Teacher will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days.

NOTES

1. For the purposes of the review, the Executive Head Teacher and the employee will have the following documents;-
 - The written statement of reasons for the recommendation/decision previously provided to the employee.
 - The written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).
 - Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the review, the Executive Head may ask the Head of School (or in accordance with note 3 below, a Trustee) to be present. In that event the Head of School (or Trustee) may also be asked questions by the members of the Executive Head and by the employee or their representative. The Head of School (or Trustee) may **not** be involved in the decision of the Executive Head Teacher.
3. Where the Head of School has asked for the review the Executive Head Teacher may ask for a representative of the Trustees referred to in 2.8.1 above to be present.
4. Executive Head Teacher may have an adviser present.
5. The review is **not** an appeal against the recommendation/decision.

ANNEX B

(This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay')

PROCEDURE FOR AN APPEAL AGAINST A SALARY DECISION OF THE REVIEW COMMITTEE TO THE REVIEW APPEAL COMMITTEE (Executive Head Teacher acting on behalf of Trustees as the Pay Body)

1. THE APPEAL OF THE EMPLOYEE

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Introduces the employee's written reasons for the appeal and the representative of the Head of School may ask questions of the employee.
- b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the Head of School.

2. The response of the Executive Head in review appeal committee.

- a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Head of School previously provided to the employee, and the employee or representative and then Executive Head Teacher may ask questions of the representative of the Head of School.
- b) May call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or his/her representative and then by the Head of School.

3. SUMMING UP AND WITHDRAWAL

- a) The representative of the Head of School has the opportunity to sum up if s/he so wishes.
- b) The employee, or representative, has the opportunity to sum up his/her case if s/he so wishes.
- c) All persons other than the Executive Head Teacher and adviser (see note 4 below) are then required to withdraw.

4. REVIEW APPEAL COMMITTEE DECISION

- a) The Executive Head Teacher and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) The Head of School will announce the decision to the employee, which will be confirmed in writing.

NOTES

1. For the purposes of the final appeal, the Review Appeal Committee will have the following documents:
 - The written statement of reasons for the decision previously provided to the employee.
 - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.3.2 of the pay policy).
 - Any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the appeal, the Review representative usually Head of School may call the manager who handled the pay decision as a witness.
3. Where the Head of School has asked for the review the Head of School may call any witness.
4. The Review Appeal Committee may appoint an adviser who may not be the employer.

ANNEX C

ACCESS TO THE TEACHER'S UPPER PAY RANGE

From September 2014 any qualified teacher who has made substantial and sustained progress towards the maximum of the main classroom teachers' scale may apply to the Head of School to be paid on the Upper Pay Range. An application may only be made once in an Academic year and must be made before the 31st October.

Spring Common Academy Trust will not be bound by pay decisions made by other schools. The applicant must be clear they can meet the expectations for the role required of someone on the Upper Pay Scale at the school in accordance with the Teacher Standards Career Stage Expectations.

A successful applicant will have demonstrated:

- That as a teacher s/he is highly competent in all elements of the relevant standards in the context of Spring Common Academy Trust

And

- That his/her achievements and contributions to the school are substantial and sustained

For the purpose of this pay policy:

Highly competent means performance which is not only good but is good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice. It means they will be making a wider contribution to the work of the school in order to meet the relevant standards and to develop their teaching practice. It means they are able to meet the expectations of the role and prepared to meet the expectations of those on the Upper Pay Scale.

Substantial means of real importance, validity and value to the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning and achievement.

Sustained means maintained continuously over a period of 2 years.

The application shall be in the form of the two previous annual appraisal documents which meet the criteria with supplementary evidence that is to be considered which reflects the applicant's achievements over a 2 year period.

All applications will be assessed robustly, transparently and equitably by the head teacher in consultation with the applicant's current appraisal reviewer.

A successful applicant will progress to the minimum point of the Upper Pay Spine where it is expected that the level of performance assessed will be at least sustained and the expectations of the role of those on the Upper Pay scale be achieved.

Further progression on the Upper Pay Spine will be dependent on additional evidence that the applicant has developed further and taken on further responsibilities across the school as expected of the role. Sustainability of this impact will be measured over a 2 year period.

The Head of School will put the recommendations on pay progression in accordance with paragraph 2.5 of the Pay Policy.

ANNEX D

TEACHERS: RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS

This annex identifies the circumstances under which the school will pay allowances and/or benefits for the purposes of recruiting and retaining teachers. Recruitment or Retention allowances will be considered as a method of attracting or retaining outstanding teachers and support staff where the school would be adversely affected by not recruiting or retaining them. Recruitment and retention allowances will be pensionable payments. On expiry of a recruitment allowance it may be replaced by a retention allowance. Decisions on recruitment allowances or retention allowances will be made by the Head Teacher following consultation with the Trustees' salary committee.

Prior to consultation the Head Teacher will set out:

1. The reasons why the post should attract a recruitment or retention allowance with reference to other allowances awarded and any available recruitment or retention information.
2. The start and end dates of the allowance
3. The amount of the allowance and its percentage of substantive salary which will not usually exceed (10%)

The decision to award a recruitment or retention allowance will be communicated to the employee in writing stating the start date and end date, the amount and whether it is recruitment or a retention allowance. The decision to award a recruitment or retention allowance will be reported to the Salary Committee.

ANNEX E

THE SALARY POINTS AND PROGRESSION ON THE MAIN, UPPER AND UNQUALIFIED TEACHER PAY RANGES

THE PAY RANGE FOR 2021 - 22

Pay Point	Main Pay Scale
1 MAXIMUM	£25,714.00
2	£27,600.00
3	£29,664.00
4	£31,778.00
5	£34,100.00
6a	£35,714.00
6 MAXIMUM	£36,961.00

Pay Point	Unqualified Teacher	Upper Pay Scale
1	£18,169	£38,690
2	£20,282	£40,124
3	£22,394	£41,604
4	£24,507	
5	£26,622	
6	£28,735	

ALLOWANCES 2020 - 2021

SEN1	£2,270.00	SEN2	£4,479.00
TLR2 (min)	£2,873.00		
TLR3 (min)	£571.00		

Teachers on the Main, Upper and Unqualified Teacher Pay Ranges will have their salary reviewed annually in accordance with paragraph 6 of the pay policy against the aims of the School and in accordance with the criteria which a teacher needs to meet to achieve salary progression. See

teacher standards criteria related to Spring Common.

To move up the Main pay scale or the unqualified teachers' pay scale one point at a time teachers will need to have made good progress towards their objectives, have shown they are competent in all elements of the Teachers Standards and teaching should be at least good as defined by Ofsted criteria. In this school overall performance to be wholly acceptable must be good or better. Anything less than good is not acceptable.

The following criteria will be taken into account in making a judgment:

1. Impact on pupil progress
2. Outcome of lesson observations and overall judgement of teaching and provision in relation to Ofsted criteria
3. Appraisal targets and how successfully these have been met
4. Competency in all elements of the Teachers Standards
5. Contributions to whole school development
6. Wider outcomes for pupils and colleagues

Taking into account all of the criteria and any external factors, a best fit judgement will be made by the Head of School in consultation with appraisal reviewers as to a teacher's overall grade based on Ofsted judgements.

Teachers demonstrating exceptional performance may be awarded up to two points on the scale; this will be determined by progress significantly above expected, evidence of consistently outstanding teaching and meeting all performance management targets as well as demonstrating they are competent in all elements of the teachers' standards.

Teacher's annual appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the governing body, having regard to the appraisal report and taking into account advice from the senior leadership team. The Governing Body will consider its approach in the light of the school's budget and where possible will ensure that appropriate funding is allocated for pay progression at all levels.

ANNEX F

SALARY RANGES AND ARRANGEMENTS FOR TEACHERS PAID ON THE LEADERSHIP GROUP RANGE

Leaders in Trust schools are paid in accordance with STPCD. The Trustees may choose to review the pay of all its leadership posts under these arrangements, if they determine that this is required to maintain consistency, either with pay arrangements for new appointments to the leadership group made on or after 1st September 2014 or with pay arrangements for a member or members of the leadership group whose responsibilities significantly changed on or after that date.

Head of School	L21 – L25
Deputy Head	L16 – L20
Assistant Head	L11 – L15

***Depending on the size of the school.**

The salary range for all posts in the leadership group will be a 5 point scale except the Head of School.

Trustees will consider according to STPC payment of up to 25% above the maximum for the school group size due to performance and recruitment and retention.

Trustees may decide to review salary arrangements for the leadership group at any time.

Policy agreed on: SEPTEMBER 2021

Signed on behalf of the Trustees _____

Committee: _____

Author: _____

Review date (optional): _____

Website Y